

Minor Use Permit: TIER 3 (WIRELESS FACILITY)
Use ONLY for Email Submittals

		FEES*	INITIAL DEPOSIT*	FEE CODE
DPLU PLANNING			\$2,240	4900
DPLU ENVIRONMENTAL		\$630		2600
DPW ENGINEERING			\$1,290	
DPW INITIAL STUDY REVIEW			\$245	
STORMWATER			\$630	
DEH	SEPTIC/WELL		\$1,078	
	SEWER		\$1,078	
DPR				
INITIAL DEPOSIT \$6,113				

VIOLATION FEE: \$1,000

* **See Website:** <http://www.sdcounty.ca.gov/dplu/cost-schedule-info.html> **for average processing costs.**

NEW: Use our [Discretionary Permit Cost Guide!](#) to get an idea of how much the County portion of your project may cost.

- Please read and follow instructions Step by Step!! -

Step 1:

All forms listed under **(Step 1)** have "Data Entry Form Fields" and must be completed and signed. **IMPORTANT: One (1) single complete PDF file must be created for each DPLU Form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc.**

You may have to compress the files, or send multiple emails for the same project if you have to send "large" attachments, images, plans, etc. Do not "split-up" PDF files, they must be complete.

Email all PDF files to each email listed below:

Dag.Bunnemeyer@sdcounty.ca.gov

Jarrett.Ramaiya@sdcounty.ca.gov

Lisa.Robles1@sdcounty.ca.gov

--- Plot Plan **(see note #2 below).**

--- If within ROW - Authorization from the County of San Diego, Real Estate Services is required.

--- Geographic Service Area, Photosims & Narrative, etc. **(see note #3 below).**

[015 Applicant's Guidelines & Agreement for Online Submittals for Wireless Facilities](#)

[126 Acknowledgement of Filing Fees and Deposits](#)

[299 Supplemental Public Notice Certification](#)

305	Ownership Disclosure
320	Evidence of Legal Parcel (and any deeds)
346	Discretionary Permit Application Form
346S	Supplemental Application Form
367	Application for an Environmental Initial Study (AEIS)
399F	Fire Availability Form
399W	Water Availability Form (If Landscaping proposed)
514	Public Notice Package/Certification
524	Vicinity Map/Project Summary
580	Hazardous Waste/Substance Verification Form
581	Plan Check Pre-Application Notice
LUEG:SW	Stormwater Intake Form for Development Projects

Step 2:

DPLU will then review the submitted PDF files and determine if the emailed application package is complete. Once the application package is determined complete, all DPLU forms listed under (Step 2) must be filled-in, printed, “wet” signed and mailed or delivered as “Hardcopies”, along with Initial Deposit and a completed Public Notice Package.

\$\$\$	Check with correct dollar amount as determined by PM.
346	Discretionary Permit Application Form with “wet” signature: One (1) hard copy.
---	Public Notice Package (see DPLU-516 for details) <ul style="list-style-type: none">a. One (1) set of gummed labels on 8½” x 11” sheets containing the names and addresses of all property owners.b. One (1) set of stamped (with USPS Forever Stamps) and addressed envelopes (4¼” x 9½” business size) for each property owner on the list.

All forms listed below are informational only and shall not be submitted.

These are available at: [DPLU Zoning Forms.](#)

90Z	Typical Plot Plan
298	Supplemental Public Notice Procedure
374	Resource Protection Study
515	Public Notice Procedure
516	Public Notice Applicant’s Guide
565	Minor Use Permit Applicant’s Guide
906	Signature Requirements
ZC001	Defense and Indemnification Agreement
ZC004	Biological Mapping Requirements
ZC006	FP2 Cellular Facilities Sites Waiver of Fire Service Availability Letter
ZC013	Policy G-3 Determination of Legal Parcel
ZC090Z	Typical Plot Plan

NOTES:

1. **One (1) single complete PDF file must be created for each DPLU Form and also for each entire Study, Report, Set of Plot Plans, Set of Landscape Plans or Set of Maps etc. Do not “split-up” files, they must be complete.**
2. **Plot plans, elevation drawings, etc. (must be at least 11” x 17”). Plot plans must be drawn in standard engineer scale.**

3. In addition to the above requirements, all wireless telecommunication projects are required to submit additional information listed under the Wireless Facilities Section in [DPLU-565 Minor Use Permit Applicant's Guide](#). (For example: Geographic Service Area Maps, Alternative Site Analysis, Photo-simulation, etc.). Electronic submittal must contain all required documents and a written narrative addressing the requirements listed in Section 6984 of the Zoning Ordinance.
4. Staff, please note on the DPLU-346 if project qualifies for FP2. If the project qualifies for FP2 (the building is less than 300 sq. ft. and the proposed facility is not going into or attached to an existing building, i.e., church; and the site is not located within four fire districts (North County FPD, Rincon Del Diablo (Escondido) MWD, San Marcos FPD, or Vista FPD) **THEN NOTE ON THE DPLU-346 FORM THAT PPCC NEEDS TO DISTRIBUTE TO COUNTY FIRE.** Our Fire Personnel will be reviewing it to make sure the project meets all the requirements of FP2. If it is in one of the four fire districts noted above OR is proposed to be included in or attached to an existing building/structure, then **NOTE ON THE DPLU-346 FORM THAT PPCC NEEDS TO DISTRIBUTE IT TO THE APPROPRIATE FIRE DISTRICT.** FP2 does not apply if applicant has a letter from the fire department.
5. Cell Sites Adding Generators: Existing approved projects that are adding generators require a modification to the existing permit. Also, do not accept DPW money as they don't need to review. There is no distribution to DPW. Put a note on the DPLU-346 Form telling PPS not to distribute to DPW.
6. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
7. No Health Department Fee if within Right of Way.
8. Cell Sites being accessed via private road easement must include proof of access to a publicly maintained road for the purpose of the cell facility.
9. Cell Sites being proposed on a parcel with an existing SFD or other structure being serviced by a septic system must provide a certified as-built Plan for the parcel. A \$1,100 fee for DEH must be collected.
10. **Cell Sites Adding Generators:** Existing approved projects that are adding generators require a modification to the existing permit. Also, do not accept DPW money as they don't need to review. There is no distribution to DPW. Put a note on the DPLU-346 Form telling PPS not to distribute to DPW.